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Approved For Release 2001/08/09 : CIA-RDP78-04608A000200010036-3

Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Administrative Staff, OL

DATE: 4 June 1963

FROM : Chief, Personnel and Training Branch, OL

SUBJECT: May Activity Report

1. PROJECTS AND STUDIES IN PROCESS

Career Board

(1) The Logistics Career Board met during the month and considered GS-11 and GS-12 SL Designees for promotion. The Board's recommendations have been presented to the Director of Logistics for his approval.

(2) The Logistics Career Board met to review GS-13 SL Designees in connection with the Agency Mid-Career Training Program.

[REDACTED]

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Rotation of SL Designees. During May, personnel actions were received effecting the transfers of a total of eleven OL employees to SL positions located in other Agency components. No returns of SL Designees to the OL Staffing Complement were effective during this period. Three additional SL Designees were selected for assignments outside the Office of Logistics.

Staffing Complement Changes and Classification Studies Regarding SL Positions.

(1) Classification Survey of Printing Services Division. Only a few positions involving GP salary rates remain to be resolved before the new Staffing Complement for this Division is issued by the Salary and Wage Division, OP.

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Excluded from automatic
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(4) ~~Revision of OL Staffing Complement to Correspond with Internal Distribution of OL Personnel Ceiling to OL Components.~~ S&WD/OP have advised that this "package" is still with the Office of the Comptroller and that they will issue a Form 261 effecting the proposed changes as soon as it is returned to them.

(5) ~~Transfer of Visual Aids Unit, DDS/SSA, to OL/PSD.~~ P&TB/OL has been advised that S&WD/OP will issue a Form 261 to transfer the positions in this unit to OL effective 1 June 1963. In order to centralize the graphics function within OL, S&WD/OP has been requested to transfer to PSD/OL concurrently, the two Illustrator positions presently located in the Support Branch, Administrative Staff, OL. We have also asked that approval of our outstanding request to upgrade the GS-11 position in this Branch to GS-12 be reflected in the Form 261 effecting the transfer of the total graphics activity to PSD.

(6) ~~Establishment of Finance Officer Positions at [REDACTED].~~ In a memorandum dated 21 May 1963 to the Deputy Comptroller from the Acting Director of Logistics, a request was made for the assignment of two GS-9 Finance Officers for [REDACTED] in connection with the conversion [REDACTED] to Type I Accountable Stations. A request for the establishment of positions to accommodate the assignment and PCS transfers of these individuals will be made to S&WD/OP as soon as it is determined which existing positions in SD/OL are to be deleted in order to provide for these two new positions.

(5) ~~Change in Supply Officer Position in DDR/Office of ELINT.~~ An approved Form 261 dated 24 May 1963 was received changing Position 101, a GS-11 Supply Officer, from a limited to a flexible position. However, no change in total resulted, as the planned incumbency remained as one only.

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~~X~~ e. Recruitment

~~X~~ (1) Professional Personnel

~~X~~ (a) Four applicants were placed in process during May as Logistics Officer Trainees. Four additional candidates were interviewed; one was rejected, and processing of the other three is being continued. ✓ Files of several others were received, but the individuals concerned did not possess the desired qualifications. One applicant, on whom security clearance had previously been requested, cancelled his interest when he accepted another position in private industry. Another declined our offer to accept a promotion and remain with his present employer.

~~X~~ (b) A GS-13 Intelligence Officer with a legal background, now on duty with OSI, was interviewed and selected to fill a Contract Negotiator position in the Procurement Division. We are now coordinating with OSI to establish a date when he can report for duty in OL. The files of three other applicants who appear to possess qualifications for the Procurement Division have been referred to that Division for review.

~~X~~ (c) Two applicants were placed in process for the Transportation Division, one a GS-10 Freight Traffic Officer and the other a GS-9 Transportation Assistant. Another individual, on whom invitee clearance was received, was interviewed and his processing as a GS-9 Transportation Assistant is continuing.

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~~X~~ (d) [REDACTED]

(e) We lost the services of one GS-7 Telephone Communications Service Assistant to active duty in the military service. By chain reaction, he was replaced from within the Telephone Section, and a Courier was transferred to fill the resulting vacancy.

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~~(3) Other Categories~~

~~(a)~~ One Bindery Operative entered on duty; and one Journeyman Compositor, two Color Photographers, one Photographer (General), and five Bindery Operatives were placed in process for the Printing Services Division. One Printer Proofreader returned to duty on a half-time basis from LWOP due to back surgery. During the month, we lost one Journeyman Bookbinder, whom we had in the pipeline with full clearance, when he cancelled his interest to remain in his

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~~(b)~~ One W-10 Auto Mechanic was placed in process as a 5-Year Reserve appointment. He will replace an employee who has been recommended by the Agency Medical Staff as a candidate for disability retirement.

~~(c)~~ Two General Mechanics we had in process for the Conveyor Section cancelled during the month, one due to personal injuries from which it will require some time to recover, and the other to remain in his present position. We expect to receive full clearance during the month of June on another W-11 General Mechanic we have in process.

~~(d)~~ One Laborer reported for duty, and three were placed in process during the month of May. One pending Laborer was cancelled when he failed to reply to several letters sent him by OP.

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Two Couriers were assigned from IAS to the Mail and Courier Branch. One GS-6 Commo Radio Technician, who was not interested in overseas duty, was also interviewed and accepted a change to lower grade in order to be reassigned to a GS-4 Courier position in M&CB. He reported for duty in OL on 16 May. One Mail Clerk resigned to accept a position with GPO; and two other employees of M&CB were released for reassignment to other components, one to NPIC and the other to OCI.

No stenographers, typists or clerks were available to OL from IAS during the month. However, one Clerk Stenographer returned to duty from maternity leave. We lost one Clerk Stenographer, two Clerk Typists, and one Clerk by resignation --- two resigned to remain at home, one left because of her inability to adapt to procedural and supervisory changes resulting from realignment of certain functions within her Branch. One applicant was placed in process as a Property and Supply Clerk (Typist) for the Depot Stock Control Branch in [REDACTED]

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f. Logistics Trainees. During the month of May, our trainees were engaged in the following activities:

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25X1A9a a. [REDACTED] - [REDACTED] and "on-the-job" training in Supply Division.

25X1A9a b. [REDACTED] - Intelligence Orientation Course and OJT in Transportation Division.

25X1A9a c. [REDACTED] - Intelligence Orientation Course and OJT in Procurement Division.

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II. ITEMS OF GENERAL INTEREST

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~~✓~~ Supergrade Promotions. Two employees of the Office of Logistics were given supergrade promotions effective 26 May 1963.

~~✓~~ Conversion of Temporary Employees. Two temporary Bindery Operatives were converted to regular staff employee status and promoted to Mail Clerk positions within PSD during the month.

~~✓~~ Conversion of Contract Employee to Career Agent Status. Arrangements were made for the drawing up of a new contract to be executed by an individual on duty with the OL/PD Special Project changing her status from that of a contract employee to that of a Career Agent effective 1 June 1963. This change in status was requested in order to extend certain additional benefits to her which were not applicable to her previous category.

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~~m/s.~~ Personnel Changes in Personnel and Training Branch, OL. Mrs. [REDACTED] a GS-6 Personnel Assistant, returned to duty in OL/P&TB from maternity leave on 13 May 1963. Her presence was sorely missed; and since her return, she has assisted greatly in clearing up some of the backlog of work resulting from her three month absence, during which no replacement was assigned.

~~n/s.~~ Conversion of WAE Employee to Career Provisional Employee. One employee, who has been working in the Procurement Division for the past year as a Secretary (Steno) on a WAE basis, was converted to a regular Career Provisional Employee effective 26 May 1963.

~~✓~~ Special Report. A report of the changes in our personnel ceiling, employee separations, etc., was compiled for inclusion in the Planning Staff report being prepared for submission to the President's Board of Consultants on Foreign Intelligence Activities covering the period 1 October 1962 through 31 March 1963.

~~P~~ Increases in GP Salary Scales. The GP rates for Compositors, Linotype Operators, Printer Proofreaders, Monotype Keyboard Operators, Castermen and Repairmen, and Mechanic Machinists were increased effective 2 May 1963. A total of 51 Pay Adjustments for PSD personnel resulted from these increases in salary rates. Also, hourly rates for Bindery Assistants and Bindery Women were increased effective 13 May 1963. As a result, 23 PSD employees in these categories received salary increases.

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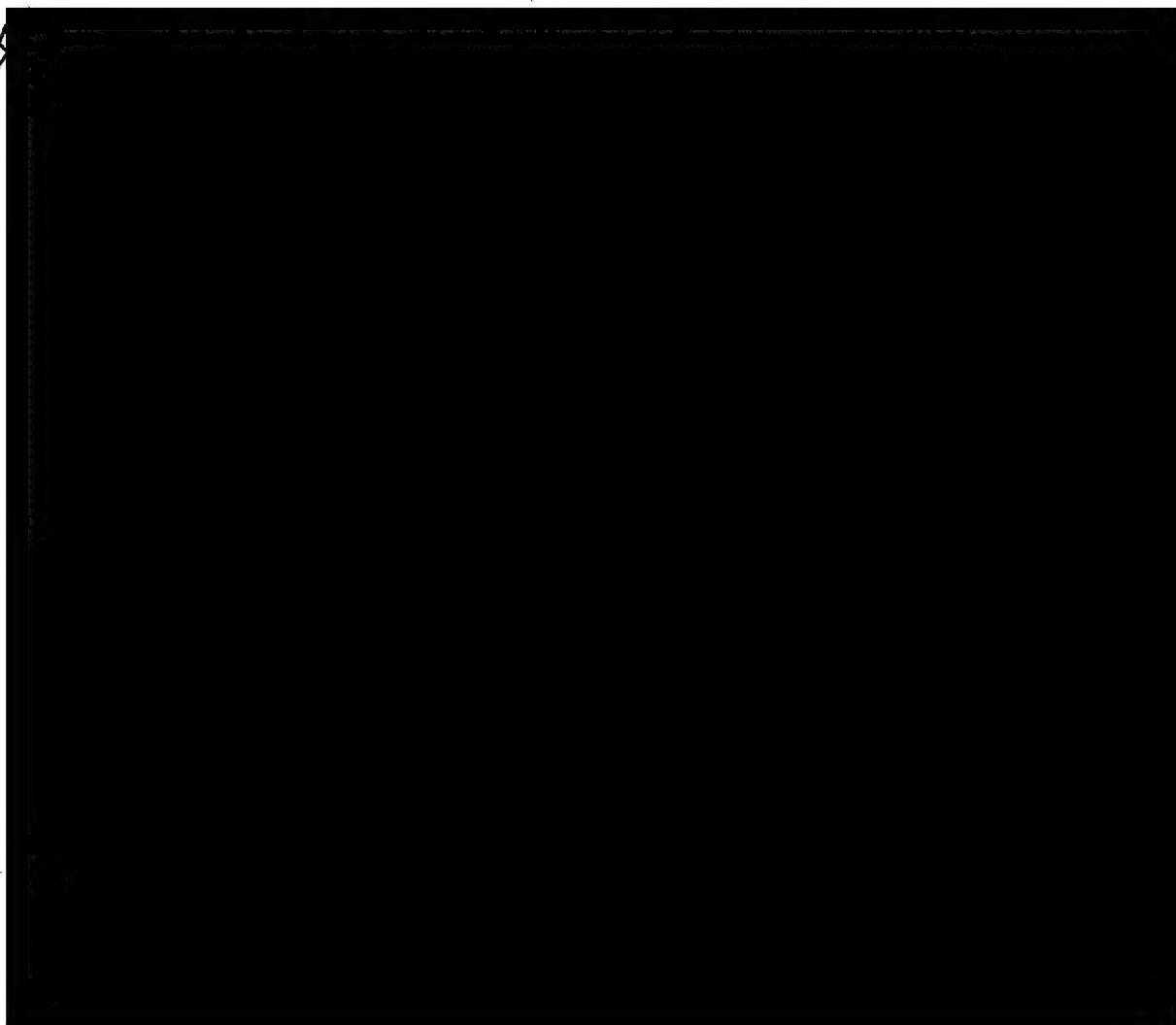
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✓ e. Changes in Occupational Series Codes of Certain Agency Positions. The Salary and Wage Division of OP has advised that occupational series code numbers of various positions in the Agency have been changed and appropriate revisions are being made in the Staffing Complements automatically by the Automatic Data Processing Division. These will appear on future machine runs of the Staffing Complement effective after 1 May 1963. Changes are being reflected in the employee files by personnel actions being prepared by the Office of Personnel.

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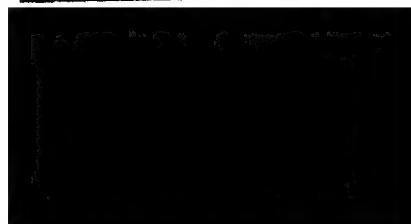
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k. Internal Training. During the month of May the following Logistics employees participated in OTR conducted courses:

Careers

Americans Abroad Orientation - [REDACTED]

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Introduction to Communism



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Writing Workshop - Intermediate (DDS only)



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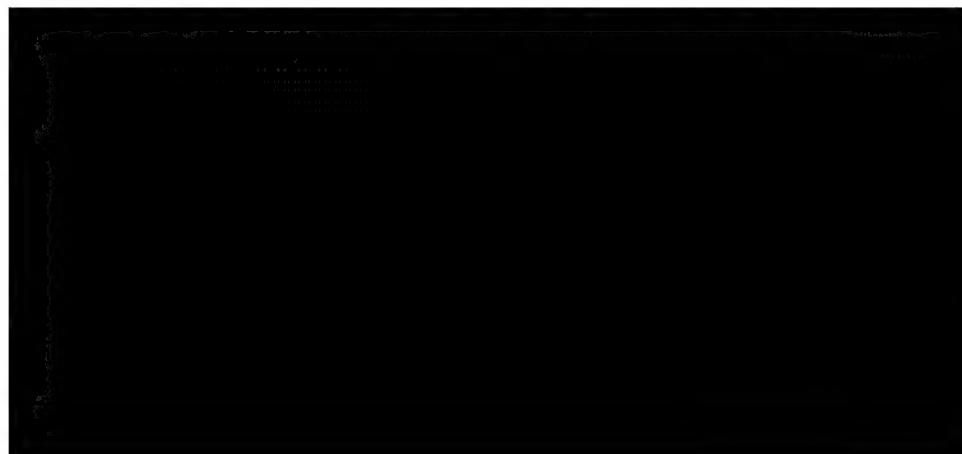
Supervision (Basic)



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l. External Training. The following Office of Logistics employees participated in external programs during May 1963.

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A. Other Training. The Training Officer briefed three Medical Officers from the Medical Staff on the organization and functions of the Office of Logistics.

A. OL Personnel Statistics

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<u>No. of S/C Slots</u>	<u>Ceiling Auth.</u>	<u>On-Duty Strength</u>	<u>Over or Under Ceiling</u>

* Includes six ceiling added effective 28 April 63 as result of transfer of DDS/SSA Visual Aids Unit to OL/PSD approved by DD/S 17 April 63. (S/C change not yet received).

III. SPECIAL PROBLEMS

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None



Distribution:

Orig - Addressee
1 - OL/P&TB Official File

25X1A9a OL/AS/P&TB/ [REDACTED] (4 June 63)

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